



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY AVIATION CENTER OF EXCELLENCE
453 NOVOSEL STREET
FORT RUCKER ALABAMA 36362-5105

Policy Memo 08-07

ATZQ-SGS

3 September 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General's Open Door Policy

1. I am available to discuss with any member of this command any issue that requires my personal attention and that is not more appropriately addressed through an existing process, a subordinate command, or a staff agency.
2. Soldiers, civilian employees, or their Family members wishing to discuss an issue with me should forward their request in writing through the United States Army Aviation Center of Excellence Chief of Staff. The request should address the nature of the issue, detail why my personal attention is required, and outline the steps they have taken to resolve the issue. Each request will be reviewed on an individual basis.
3. This policy is not intended as a substitute for or to circumvent the chain of command or other established procedures for grievances (i.e., Uniform Code of Military Justice, Equal Opportunity, Equal Employment Opportunity programs, or Inspector General). Individuals with issues concerning these areas will be referred to the proper agency that handles the particular area of concern.
4. This memorandum supersedes Policy Memorandum 07-07, dated 18 June 2007.
5. "Above the Best"

/SIGNED/
JAMES O. BARCLAY III
BG, USA
Commanding

DISTRIBUTION:
A, B